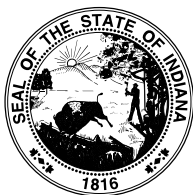


# Indiana



**Entered the Union:** 1816

**Population (est. 1994):**  
5,752,000 Rank: 14/50

**Land Area (square miles):**  
35,870 Rank: 38/50

## State Historical Records Coordinator:

F. Gerald Handfield, Jr., Director


Indiana Commission on Public Records


Room W472, Indiana Government Center South


402 West Washington, Indianapolis, IN 46204


Telephone: (317) 232-3373

Internet: public\_records\_at\_icprlan@ima.isd.state.in.us

PROGRAM	FINANCES 
<b>State Archives Established:</b> 1913 <b>State Records Management Initiated:</b> 1979 <b>Archives and Records Management Placement</b> Commission on Public Records, Indiana State Archives	<b>Total State Govt Expenditures (1993):</b> \$13,480,105,000 Rank: 14/50 <b>Total Budget, Archives and Records Management (FY 1994):</b> \$1,043,534 Rank: 27/43 <b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.008 % Rank: 35/43 State Archives funding has been relatively stable over last 2 years.

STAFFING		
<b>State Government FTEs (1992):</b> 95,157		<b>Number of Archives/Records FTEs per 1000 State FTEs:</b> 0.24
Rank: 14/50		Rank: 36/43
<b>Archives &amp; Records FTEs (1994):</b>		<b>Average earnings for all full-time state employees</b>
Total	23	(Oct. 1992): \$30,307 per year
Archives	21	
Records Mgt	2	<b>Salary ranges for entry level professionals</b>
		Records Analyst IV \$20,332

HOLDINGS							
<b>State Archives</b>				<b>Records Center</b>			
Paper records	Government	30,425	cu. ft.	Paper records	Government	109,600	cu. ft.
	Nongovernment	0	cu. ft.		Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		116,921	rolls	Microfilm (total no. of rolls)		2,000	rolls
Photographs		180,000	items	Maps, blueprints, drawings		400	cu. ft.
Films, videos, audio tapes		1,000	items				
Maps, blueprints, drawings		3,000	cu. ft.				
Computer generated		50	reels				

ACCESS TO RECORDS IN STATE ARCHIVES		
<b>Reference services provided (FY 1994)</b>		<b>Arrangement and description activities (FY 1994)</b>
Individual daily visits	2,792	Records arranged and described 615 cu. ft.
Mail requests	2,707	<b>Descriptions of holdings are provided through:</b>
Telephone requests	1,262	World Wide Web home page (via Access Indiana)
Reference activity increased over last 2 years.		<a href="http://www.state.in.us">http://www.state.in.us</a>
<b>Services provided free of charge:</b>		<b>Nonelectronic finding aids</b> available at State Archives
Use of reference room		describe 80% of the holdings at the record group
Answers to in-state mail requests	cont.	and 50% at the series level.
		cont.

**Access to Records in State Archives, cont.****Reference services, cont.****Services provided for a fee:**

Answers to out-of-state mail requests  
 Photocopies and faxes of documents or finding aids  
 Typed certified copies or exemplifications  
 Commercial use of documents/photos  
 Database searches

All fees, except those for photocopies, have been initiated in last 2 years.

**Arrangement and description, cont.**

**Published finding aids** produced by State Archives describe 30% of holdings at the record group and 15% at the series level.

**FACILITIES****State Archives Building**

(owned by Commission on Public Records)

Constructed: 1934 Renovated: 1976

Total storage capacity: 23,683 cu. ft.

Percent now occupied: 100%  
 Already full to capacity  
 Major renovation planned

State Archives stores 26% of its holdings in an additional rented facility.

**Existing environmental controls (NFPA standards):**

75% year-round temperature controls  
 2% year-round humidity controls  
 100% fire detection  
 100% fire suppression

**State Records Center**

(rented by Commission on Public Records)

Constructed: 1970

Total storage capacity: 110,000 cu. ft.

Percent now occupied: 100%  
 Already full to capacity  
 New building planned.

State records center also stores 30% of holdings in additional facilities (some owned, some rented).

**Existing environmental controls (NFPA standards):**

50% year-round temperature controls  
 0% year-round humidity controls  
 100% fire detection  
 100% fire suppression

**SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES****Technical assistance provided by State Archives (FY 1994):**

No. completed 2,114 (state agencies)  
 377 (local govt officials)  
 37 (nongovt repositories)  
 No. of agencies served 80 (state agencies)  
 420 (local govt officials)  
 16 (nongovt repositories)

**No. of local government units (1992):**

94 counties 310 school districts  
 566 municipalities 1,000 special districts  
 1,008 townships

**Services to state and local agencies and private repositories**

Training  
 Publications  
 Conservation/preservation  
 Micrographics services  
 Consultation/advice  
 Labor in agencies (inventorying, processing, conservation)

State Archives has authority to accept original archival records from local governments

**MICROGRAPHICS****Microfilming activities by State Archives (FY 1994)**

Source document microfilming 2,354,116 Images  
 Processing 8,151 rolls  
 Duplicating 7,379 rolls  
 550 fiche

State Archives provides centralized micrographics services for state and local government agencies.

State Archives has not experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

**PRESERVATION POLICIES AND SERVICES****Preservation activities by State Archives (FY 1994)**

458 sheets cleaned 1 volume repaired  
 103 sheets deacidified 6,271 items rehoused  
 322 sheets mended  
 20 sheets encapsulated

State Archives does not have a written preservation plan or a written disaster plan.

State Archives has a preservation officer and employs a trained, full-time conservator.

Indiana does not have a statewide preservation plan.

**AUTOMATED APPLICATIONS****State Archives uses automated applications for the following:**

Finding aids	Word Perfect 5.1/6.0
Accessioning	Word Perfect 5.1/6.0, Fox Pro 2.5
Inventory control	Fox Pro 2.5
Records scheduling	Word Perfect 5.1/6.0
Correspondence	Word Perfect 5.1/6.0
Space management	Aldus Freehand
Bookkeeping	Lotus 123
Publications	Word Perfect 5.1/6.0
Reports, presentations	Harvard Graphics

**Electronic Mail**

State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through a government-wide e-mail system.

NASIRE reports that Indiana has government-wide electronic mail.

**ELECTRONIC RECORDS**

State Archives has an electronic records management program integrated with its regular program.

State Archives has not surveyed/inventoried or scheduled dispositions for electronic records.

State Archives has accessioned electronic records.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1991 statute

Includes electronic records but not electronic mail.

**Public's right to access to government records**  
provided in statute.

**Restrictions to specific classes of records**  
provided, expire after 75 years.

**Permanent paper standards**  
1989 statute

**Optical imaging standards**  
None

**Admissibility of microfilm**

1991 statute

**Admissibility of optical images**

1991 regulations

**Admissibility of electronic records**

1979 statute

**Theft/defacement of a public record**

1993 statute

**Replevin**

1979 statute

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

No activity reported

**Information Policy Coordination**

Constituted formally, assigned to Data Processing Oversight Commission;  
Commission on Public Records is active in its work.

**Government Information Locator Service**

No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that electronic access to information and services is in development.

NGA reports that Indiana is developing a geographic information application for enhancing economic development.

Access Indiana  
<http://www.state.in.us/>

Indiana State Library  
telnet://islopal@statelib.lib.in.us/

## SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

**Electronic Records Management Strategic Plan**

In 1993-94, the Indiana Commission on Public Records undertook a strategic planning project with NHPRC grant funds "to design and implement an effective electronic records management program for Indiana state government under the guidance of the Indiana Commission on Public Records."

**Web Site** [NAGARA Clearinghouse 11:1 (Winter 1995)]

**New Records Center approved** [NAGARA Clearinghouse 11:1 (Winter 1995)]

**State Archives Moves Upstairs**

In October 1994, a legislative study committee recommended a reallocation of space in the Indiana State Library Building as a temporary solution to document security problems for the State Archives. As a result, the State Archives swapped flood prone basement stack areas for environmentally safe storage space in other areas of the Library. Between November 1994 and May 1995, nearly 13,000 cu. ft. of materials were moved.

[NAGARA Clearinghouse 11:1 (Winter 1995)]

## FOR FURTHER INFORMATION

**State Archives and Records Management**

F. Gerald Handfield, Jr., Director  
Indiana Commission on Public Records  
Room W472, Indiana Government Center South  
402 West Washington, Indianapolis, IN 46204  
Telephone: (317) 232-3373 Fax: (317) 232-3154  
Internet: public\_records\_at\_icprlan@ima.isd.state.in.us

## Notes

**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHR report: Alan F. January, Division Head, Indiana State Archives, 140 N. Senate Avenue, Room 117, Indianapolis, IN 46204. Telephone: (317) 232-3660. Fax: (317) 233-1085.

Estimated State Population (July 1, 1994):  
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.